

**TEMPORARY STAFFING SERVICES
USER INSTRUCTIONS FOR MASTER AGREEMENT
(LEVERAGED PROCUREMENT)**

LPA-MA-SF202201

&

LPA-MA-SF202202

**MASTER AGREEMENTS FOR TEMPORARY STAFFING SERVICES
(MA-SF202201 AND MA-SF202202)**

These Master Agreement User Instructions (User Instructions) are provided by the Judicial Council of California (Judicial Council or JCC) to California judicial branch entities in connection with the work that may be provided by Master Agreement holders, pursuant to Master Agreements awarded by the Judicial Council under RFP# HR-2021-29-DM.

Please carefully review these User Instructions.

Name of the entity that established the Master Agreement and contact person information: The Judicial Council of California Taylor Wolgamott Email: Taylor.Wolgamott@jud.ca.gov
Name of the Contractor(s) and contact person information for each Master Agreement holder: 1. Infojini Inc. Sandeep Harjani, President statebids@infojiniconsulting.com 2. SearchPros Staffing, LLC Heather Kocina, Project Manager HKocina@spstaffing.com
Services: Temporary Staffing Services
Only the following entities are eligible to procure under the two Master Agreements: 1. The Judicial Council of California 2. California Supreme Court 3. The California Courts of Appeal 4. The Habeas Corpus Resource Center (HCRC) 5. The Commission on Judicial Performance (CJP).

The term of the Master Agreement is from **June 24, 2022**, through **June 23, 2023**.

The JCC may, at its sole option, extend the Agreement beyond the Initial Term for up to two (2) one-year option terms which could extend through June 23, 2025.

1. Any entity that orders services under this Master Agreement:
 - (i) should first carefully review the Master Agreement and determine whether procuring under the Master Agreement is consistent with the entity’s requirements;
 - (ii) must first enter into a Participating Addendum (Appendix H to the Master Agreement) with the Contractor;
 - (iii) is solely responsible for the acceptance of and payment for services; and
 - (iv) is subject to the terms and conditions of the Master Agreement; and is solely responsible for its obligations and any breach of its obligations.
2. Each Participating Addendum is a separate, independent contract between the Contractor and the entity entering into the Participating Addendum, subject to the following:
 - (i) Each Participating Addendum is governed by the Master Agreement, and the terms of the Master Agreement are incorporated into each Participating Addendum;
 - (ii) a Participating Addendum may not alter or conflict with the terms of the Master Agreement, or exceed the scope of the services provided for in the Master Agreement; and
 - (iii) the term of a Participating Addendum may not extend beyond the expiration date of the Agreement.

3. Create Work Order Request

After the Participating Addendum (Appendix H of the Master Agreement) has been signed by the entity and the Contractor, the entity should at its option use a Work Order Template (Form C) to place work orders for Temporary Staffing Services. The entity authorizing a Work Order will include the name, address, and email of the entity’s contact person in the Order (“Order Project Manager”). The entity can create a purchase order to encumber the funds. The Header Text of the purchase order should include language such as “*This purchase order is for the purpose of ordering Temporary Staffing Services against the Judicial Council Master Agreement No. [MA-SF202201] or [MA-SF202202] and the Participating Addendum signed by the entity on _____.*”

See Master Agreement Appendix A, Section 2.0 for Ordering Process.

4. Miscellaneous Information

- (i) A copy of the master agreement is available at:
<http://www.courts.ca.gov/procurementservices.htm>
- (ii) The JBEs will be notified when the two master agreements are modified or amended. All amendments will be posted on the procurement website with the master agreement.

5. Contract Terms and Conditions

The Judicial Branch Entities should review the entire contract and contact Deborah Mok if there are any questions. **Deborah Mok** can be reached at 415-865-7794 or Deborah.Mok@jud.ca.gov.

6. Compensation Provisions

See Master Agreement Appendix B – Payment Provisions

7. Description of Services

See Master Agreement:

Appendix A – Services, Section 3, Services

Appendix E – Classifications